

At the Regular Meeting of the Greenville County Water and Sewer Authority, Tuesday, January 22, 2019, with Regular Session beginning at the conclusion of the Board of Supervisors meeting, in the Board Room of the Greenville County Government Building, 1781 Greenville County Circle, Emporia, Virginia

Present: Raymond L. Bryant, Chairman
Michael W. Ferguson
Tony M. Conwell
William B. Cain

Chairman Bryant called the meeting to order.

In Re: Closed Session

Mr. Whittington, Director, stated that Staff recommended the Authority go into Closed Session, Section 2.2-3711 (a) 1) Personnel Matters.

Mr. Conwell moved, seconded by Mr. Ferguson, to go into Closed Session, as recommended by Staff. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Regular Session

Mr. Whittington stated that Staff recommended the Authority return to Regular Session.

Mr. Ferguson moved, seconded by Mr. Cain, to go into Regular Session. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Certification of Closed Meeting – Resolution #WS-19-19

Mr. Ferguson moved, seconded by Mr. Conwell, to adopt the following Resolution. A roll call vote was taken, as follows: Mr. Cain, aye; Mr. Conwell, aye; Mr. Ferguson, aye and Chairman Bryant, aye.

**RESOLUTION #WS-19-19
CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Greenville County Water and Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Water and Sewer Authority.

In Re: Approval of Agenda

Mr. Whittington stated that Staff recommended approval of the Agenda with no added items.

Mr. Ferguson moved, seconded by Mr. Conwell, to approve the Agenda as submitted. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Approval of the Consent Agenda

Mr. Whittington stated that Staff recommended approval of the Consent Agenda.

Mr. Conwell moved, seconded by Mr. Ferguson, to approve the Consent Agenda consisting of the following items. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

Minutes from the meeting of January 7, 2019.

Warrants:

Approval of Total Accounts Payable for January 22, 2019, in the amount of, \$110,612.95

Approval of the Accounts Payables for the General Fund, in the amount of, \$85,097.85

Approval of Accounts Payables for Special Projects, in the amount of, \$25,515.10

In Re: Resolution #19-20 – Electrical Services Contract

Mr. Gary Mitchell addressed the Authority and read the following resolution into record stating that Colonial Reliability Services was the only proposal received and opened on December 20, 2018 at 2:00. He then stated that Staff recommended the Authority accept Colonial Reliability's proposal, award Colonial Reliability Services a three-year contract and authorize the Executive Director to execute the contract as prepared by the Authority's Attorney.

**RESOLUTION #WS-19-20
ELECTRICAL SERVICES CONTRACT**

WHEREAS, The Greenville County Water & Sewer Authority ("Authority") advertised and issued a Request for Proposals, for an Industrial Controls Electrician; and

WHEREAS, One proposal was received and opened on December 20, 2018 at 2:00 PM; and

WHEREAS, Colonial Reliability Services was the only proposal received; and

WHEREAS, Colonial Reliability Services proposal was well organized and they have been providing this service for the last three years. The staff interviewed Colonial Reliability; and

WHEREAS, The Staff recommends awarding the contract to Colonial Reliability Services.

THEREFORE, it is accordingly, hereby resolved;

- The Authority accepts Colonial Reliability's proposal.
- The Authority awards Colonial Reliability Services a three-year contract.

- The Authority authorizes the Executive Director to execute the contract prepared by the Authority's Attorney.

Supervisor Ferguson moved, seconded by Supervisor Conwell, to approve Resolution #WS-19-20. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: GCWSA Transition Plan

Mr. Whittington stated that the Transition Plan was developed by Staff in the fall of 2017 as a result of the passing of Moses Clements, who was the Assistant Director of the Water & Sewer Authority at the time. He stated that on December 4, the Water and Sewer Authority approved that Transition Plan and Staff had been working towards the completion of some 12 items that were components of the Transition Plan since then. He further stated that Staff was recommending specific recommendations to address conditions #11 & #12. Mr. Whittington stated that Staff was recommending the following:

- Creation of one Crew Leader position rather than two as initially recommended in the Transition Study.
- Approval of the job description for Crew Leader.
- Approval of minor changes to the job description of Utility Maintenance Worker I, II and Pump Station Technician positions.
- Advertising of one Crew Leader position within the GCWSA Staff, conducting the interviews of all applicants and bringing a recommendation to the Authority for its consideration and action.
- Effective date for implementation of the recommendations would be effective October 1, 2019.

Mr. Ferguson moved, seconded by Mr. Conwell, to approve the GCWSA Transition Plan. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

In Re: Director's Transition Appointment

Mr. Whittington stated that Staff recommended Mrs. Brenda Parson be appointed as Acting Director, effective January 31, 2019 at 5:00 p.m.

Mr. Conwell moved, seconded by Mr. Ferguson, to appoint Mrs. Brenda Parson as Acting Director, effective January 31, 2019 at 5:00 p.m. Voting aye: Mr. Conwell, Mr. Ferguson and Chairman Bryant. Mr. Cain abstained.

In Re: Adjournment

There being no further business to discuss, Mr. Conwell moved, seconded by Mr. Ferguson, to adjourn the meeting until January 31, 2019 at 2:00 P.M.. Voting aye: Mr. Cain, Mr. Conwell, Mr. Ferguson and Chairman Bryant.

Raymond L. Bryant, Chairman
Greenville County Water and Sewer Authority